

22 February 1978

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STATINTLMEMORANDUM FOR: Chairman, Administration Directorate
Management Advisory GroupSUBJECT : Formation of New Secretarial/Clerical
Management Advisory Group

1. In December 1977, by authority of the Director, an Agency Secretarial/Clerical Management Advisory Group was established to provide an additional vehicle for advice and assistance to the DCI, DDCI and other senior Agency management on secretarial/clerical issues. As the Group's first Chairman, I am taking this opportunity to introduce the Group to you and express its desire to establish a good, solid working relationship on matters that pertain to the Agency as a whole--and more important to us, matters affecting the secretarial/clerical population.

2. The formal notice of our formation, along with a current membership list is to be published soon. Named below are the Sec/Cler MAG representatives from your directorate:

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3. Your directorate representatives and I would like to meet with your Group as soon as possible so that you can get to know us, and we can learn about the projects you may be working on that are of mutual interest.

4. We look forward to working with you and your Group. My extension is 3360. Please advise when it would be most convenient for us to attend one of your meetings.

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Chairman, Sec/Cler MAG

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acting

SECRETARIAL/CLERICAL MANAGEMENT ADVISORY GROUP

CHARTER

I. MISSION

The Secretarial/Clerical Management Advisory Group was established in December 1977 by authority of the Director of Central Intelligence. The mission of this group is to provide an additional vehicle for advice and assistance to the Director, the Deputy Director, and other senior Agency management on secretarial/clerical issues.

II. FUNCTIONS

- a. Identify issues relevant to secretarial/clerical personnel.
- b. Address valid problems and issues and recommend corrective actions.
- c. Promote activities to increase the awareness of Agency management concerning secretarial/clerical issues.
- d. Prepare Quarterly Reports on the Group's activities and accomplishments for the Director, the Deputy Director and other senior Agency management.
- e. Solicit the views and suggestions of Agency secretarial/clerical personnel and act on these suggestions.
- f. Will not address specific personal employee grievances since there are grievance channels already available.

III. OPERATING PROCEDURES

In carrying out its mission, the Group will:

- a. Establish a good working relationship with other Agency advisory and working groups.
- b. Insure that Agency management and secretarial/clerical personnel are aware of the Secretarial/Clerical Management Advisory Group, its mission, responsibilities and activities.
- c. Encourage active contribution and participation of Agency secretarial/clerical personnel toward meeting the goals of the Group.

IV. COMPOSITION AND ORGANIZATION

- a. The Group will consist of three representatives from each of the Directorates and three representatives from the "E" Career Service.
- b. Two of the representatives from each directorate will serve 9-month tours and one representative will serve a 12-month tour. Tour of membership will be determined by the nominating directorate. The staggering of directorate representatives will maintain continuity of Group activities.
- c. Members will be chosen from the secretarial/clerical ranks in grades GS-06 and above.
- d. Members must have at least two years Agency experience and a genuine interest in issues affecting secretarial/clerical employees and in making a substantial contribution to the Group.
- e. The Group will elect a Chairman, Co-Chairman, secretary and publicity officer from the current membership with tour of officers to be determined by same.

V. RULES AND PROCEDURES

a. The Group will meet on an ad-hoc basis upon the call of the Chairman or at the request of any of the members, initially one or two meetings per month.

b. The Chairman will develop and distribute the agendas for Group meetings. Any member of the Group may ask that an item be placed on the agenda for consideration by the Group.

c. The Chairman will prepare for the Group's approval Quarterly Reports on Group activities for the Director, the Deputy Director and other senior Agency management.

d. Decisions of the Group will be reached by majority rule.

e. The Charter may be amended by the Group membership upon call, subject to the approval of the Director and Deputy Director, as appropriate.